

MAER Village Hall Conditions of Lettings and Hiring policy

MVH welcomes bookings from any group or individuals who wish to use the hall for social or community events and others by agreement. We will not hire the hall to persons under 18 and the Management Committee have the discretion to refuse bookings that they deem inappropriate e.g. unsupervised teenage parties, gaming events etc.

- The hall capacity is for 100 people in total for a standing event
- For a seating/dancing combination the capacity is 85 people
- For full seated table and chairs event the capacity is for 70 people

Key features:

1. There is the main Hall which is suitable for a variety of functions such as parties, celebrations, meetings, exercise classes, group activities etc.
2. There is a smaller side room which can be used for serving food and drink etc
3. Kitchen facilities with electric water boiler, cooker, microwave, dishwasher, fridge freezer crockery, glasses and cutlery.
4. Ladies, Gents and easy access toilets.
5. Free car parking for up to 20 cars (at owner's risk).
6. Bistro style tables and chairs for outdoor use
7. There is a telephone available for incoming and outgoing emergency calls only. Any costs incurred during your hire period will have to be paid for
8. There is Wifi to the premises. The password will be provided for the time of hire.

Costing information

To hire the hall the cost is **£15 per hour** inclusive of use of the premises and its facilities, electricity and water. This must be paid in full prior to the event via Bank Transfer to.....

Account number	67228809
Sort code	08-92-99
Account Name	Maer Village Hall
Bank	Co-op Bank

Please show proof of transfer – either photo or screen shot – and date of booking via email to bookingmaervillagehall@gmail.com

An appropriate security deposit will be required – this will be a minimum of £30 or higher depending on the function (agreed at time of booking). This must be paid by bank transfer or given as cash or cheque to the booking secretary prior to the event. This will be returned once the hall and contents have been checked after your booking.

Hiring information

Hirers are responsible for their use of the premises, paying attention to the privacy of our neighbours, particularly when leaving the premises at night.

Opening up / key arrangements to be made with the booking secretary.

Smoking, including electronic and vapour cigarettes is prohibited.

Maer Village Hall - Charity registration number 1200870

For evening bookings, the Hall can be used for preparation from 3pm on the day, unless there is an afternoon or evening booking. It may also be possible to finish clearing up, after evening bookings, the following day (unless the Hall is booked for another event) as long as the Hall is left clean and tidy by 11 am.

Licensing Laws mean that bookings are only permitted up to midnight. The Hall does not hold a drinks licence.

****The lights and radiators MUST be switched off before you leave the building.**

Due to the current cost of electricity and heating, failure to do so may result in forfeiting the deposit.

Please also limit any running water use as the hall is on a water meter.

It is up to the hirer to put out tables and chairs needed, then to clean and put them away at the end of the event. Please do not drag the tables or chairs across the floor. Large tables require a two person lift and please use the chair trolley to move the chair stacks.

If you use caterers, please make them aware that all food must be prepared in the kitchen, the use of which, including the cookers, cutlery and crockery, is included in the hire charge. The hirer is responsible for washing up and putting everything away.

If the immersion heater (switch on the kitchen wall) is used, please ensure it is switched off before leaving building.

Please clean up any spills of food or drink straightaway. There are cleaning materials available and yellow hazard sign available to use.

If there is any damage or breakages, please let the booking secretary know as soon as possible.

If your event includes the use of a bouncy castle (indoor or outside) it is your responsibility to ensure the safe use of the equipment and that the company has appropriate insurance.

Hirers must agree to abide by the Safety Checklist and Instructions and the hours and activities stipulated by our premises Licence.

The main condition of letting is that the Hall is left as it is found.

If not, then the security deposit will be used to pay for extra cleaning or repair.

To make an application to hire the Hall please complete the Booking Form and forward to
Mrs Wendy Kinson – 01782 680613

The Old Laundry

Maer

Newcastle under Lyme

Staffs ST55EF

wendy.kinson1@gmail.com

Thank you for using Maer Village Hall
MVH is operated entirely by volunteers and is a Registered Charity.

MAER Village Hall Booking Form

Please complete the following information and return this form with deposit to the booking secretary.

Function	Date (s) required	Hours required - start and finish time

Name of hirer	Contact telephone
Address of hirer	Contact email address

Date completed	
Printed name	
Signed	

For booking secretary to complete

Costing information	Tick to confirm
Number of hours @ £15 per hour to be paid	
Booking fee paid into account	
Deposit @ received	
Post booking check completed	
Deposit returned	

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SAFETY CHECKLIST AND INSTRUCTIONS FOR USE OF THE VILLAGE HALL

We ask that you read this document fully and carefully noting what applies and what we ask you to do to keep the hall running as all would wish.

The use must conform to the Premises License [see Entrance] & operate in accordance with the Regulatory Reform [Fire Safety] Order 2005 and MVH policies concerning Hiring, Health & Safety. These policies are available.

The following checks are to be made by the person in charge of the function on each occasion that the Hall is used. All Hirers and Users should be aware of the noted policies and act upon them. There are additional Policies of the Maer Village Hall in the policy folder in the kitchen These are available for all Hirers and Users to read.

Please ensure:

- 1] Reasonable care is taken of the building and its contents, including any special equipment, furniture & kitchen equipment.
- 2] Emergency exits are usable and not obstructed. All fire doors are closed.
- 3] Fire detection equipment and fire-fighting equipment is visible, usable, in situ and not obstructed.
- 4] The 'Hirer' should ensure that there is at least one adult (an adult for these purposes being an individual over the age of 21) present for every 10 children who are present & under the age of 16 years.
- 5] Any damage or breakages should be reported immediately to the Booking Secretary, or member of the Village Hall Committee. Costs of any repairs or replacement, will be collected from the Hirer, at the discretion of the Management committee.
- 6] Any use of the First Aid Kit must be reported when returning the keys & the Accident Book completed, as necessary.
- 7] All sources of combustible materials are removed from the vicinity of sources of combustion.

In addition the MVH Committee reminds organisers and users that:

- 8] Use of candles is prohibited.
- 9] There should be no naked flames.
- 10] Smoking is not permitted in any part of the building at any time [this includes electronic or vapour cigarettes].
- 11] Rubbish is to be removed to the outside refuse bins, separating suitable recyclable materials to be placed in the outside blue bin and bag.
- 12] Use of and crossing the car park by pedestrians is entirely at the risk of those so doing. MVH will not accept any liability for loss, damage or injury.
- 13] The 'Hirer' is not to sell alcoholic drinks on the premises unless the Hirer has their own licence.

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At the end of the function please see that:

- All appliances in the kitchen and water heaters are turned off and/or unplugged before locking up.
- All storage heaters should be left exactly as they were on entry (unless you have been shown how to turn up and down).
- The kitchen and hall areas are left clean, tidy with no spillages & with surfaces wiped
- The dishwasher is left empty and clean – instructions provided.
- Crockery, glasses & cutlery used should be washed, dried and placed in the appropriate cupboards.
- If used, the cookers, microwaves and fridge freezer must be cleaned.
- Furniture is appropriately put away -tables wiped clean and both tables & chairs stacked at the end of the furniture storage area as you find them.
- All lights are turned off when you leave, including the switch on the corridor by the front door.
- Both fire doors are properly secured.

All these areas will be checked by a committee member after the booking. If all is in order your deposit will be returned.

The event organiser is responsible for making sure that the hall is left with all lights turned off & secured upon final leaving and that (if used) keys are returned to the Booking Secretary or designated member of the Committee indicated on the Booking Form Return as soon as practicable.

These matters are to ensure that Health, Safety and Hygiene are not compromised for the next users of the Hall and to comply with insurance and the Premises Licence conditions.

PLEASE NOTE - the committee reserves the right to refuse any booking.